



**KING COUNTY**  
**JUVENILE PROBATION COUNSELOR SUPERVISOR**  
**KING COUNTY SUPERIOR COURT**  
**Hourly Rate Range: \$27.14 – \$34.55**  
**Job Announcement: 05WM4832**  
**OPEN: 1/5/05      CLOSE: 1/19/05**

**WHO MAY APPLY:** This position is open to the general public.

**WHERE TO APPLY:** Required forms and materials must be sent to: Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

**FORMS AND MATERIALS REQUIRED:** A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **In addition, you must complete the attached questionnaire and return with your application packet. Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

**WORK LOCATION:** 1211 E. Alder or designated satellite office.

**WORK SCHEDULE:** Monday through Friday, 8 a.m. - 5 p.m., with alternating 3-day weekends.

**PRIMARY JOB FUNCTIONS:** This is supervisory work directing, coordinating and guiding professional and support staff providing a variety of probation services to troubled juveniles and their families. Primary job functions include, but are not limited to:

1. Supervise professional counselors as well as support staff.
2. Reviewing, evaluating and coordinating daily operations such as caseload management.
3. Acting as resource to assist counselors with complex cases.
4. Developing and overseeing procedures to ensure effective unit operations.
5. Coordinating and monitoring treatment contracts.
6. Maintain liaison with courts, law enforcement, schools and community agencies.
7. Orienting, training and evaluating lower level staff.
8. Gathering/analyzing data and preparing complex correspondence and reports.
9. Providing input for departmental/divisional policy affecting program.
10. Developing and supervising special projects.

**QUALIFICATIONS:** Graduation from an accredited college or university with major course work in human or social services, social work, psychology or a closely related field AND have four years experience in counseling casework planning, and providing social services for juvenile offenders. A master's degree in social services or criminal justice and previous supervisory experience are preferred.

**NECESSARY SPECIAL REQUIREMENTS:** Must have a valid Washington State Drivers License. The selected candidate must pass a thorough background investigation.

**UNION MEMBERSHIP:** Positions in this classification are represented by Local 2084 of the Washington State Council of County and City Employees.

**SUPERIOR COURT JUVENILE PROBATION  
QUESTIONNAIRE (Must Return with Application)**

**JUVENILE PROBATION COUNSELOR SUPERVISOR**

**Attention applicant! This is a test.** Your answers will be evaluated by subject matter experts to determine your competitiveness for this position. **Please provide a concise written response indicating your background for each item numbered below.** Include all relevant information. Do not refer reviewers to your resume. Be specific and quantify as much as possible. Indicate how often, over what time period, when, where and how you applied your knowledge, skills and abilities in the areas indicated. Your response should be limited to no more than four pages. Please print your last name and first initial at the top of each page you submit.

**Element I: Knowledge of the Juvenile Justice System**

1. Describe your experience in balancing and mediating between opposing factions in a legally adversarial system.
2. Explain your knowledge and experience in the application of the balanced approach to juvenile justice.

**Element II: Knowledge of Adolescent Behavior and Development**

1. Describe your knowledge and experience evaluating adolescents, including the theories, diagnosis and treatment of problems associated with adolescents and their families.
2. Detail your knowledge of cultural diversity/sensitivity issues in case planning.

**Element III: Ability to Supervise**

1. Ability to effectively conduct meetings and lead group discussions.
2. Ability to effectively resolve or mediate conflicts.
3. Ability to identify/resolve personnel issues.
4. Ability to direct, train and evaluate staff.
5. Ability to work and communicate effectively with superiors, peers and subordinates.

**Element IV: Ability to Coordinate Programs/Projects**

1. Ability to effectively work with other professionals, organizations and the public, especially organizations dealing with high risk offenders.
2. Ability to coordinate and monitor contracts and field office operations.
3. Ability to identify organizational problems/needs, and develop strategies to accomplish agency and work unit goals--give examples.
4. Ability to establish priorities and solicit and develop program resources.